

## Human Resources Division

### Analyst, HRIS Database Administrator



**Position #1285:** Permanent, full time, 37.5 hours per week.

**Grade 6 salary range:** \$48,097 – \$56,585

### INTRODUCTION

Christchurch Polytechnic Institute of Technology (CPIT) is the largest South Island ITP (Institute of Technology and Polytechnic). The institute has two centrally located large campuses in Christchurch and a number of smaller learning centres around Christchurch. Emphasis is on applied learning where theoretical education is combined with a hands-on approach. CPIT prides itself on the emphasis it places on excellence - such as the increasing number of teaching awards it attracts and its achievement of high levels of recognition in educational audits - and on the many diverse and dynamic partnerships it has with industry, the community and a wide range of interest groups in the city.

CPIT welcomes approximately 25,000 student enrolments each year including both full and part-time, domestic and international, professional, paraprofessional and trades focussed. Students and staff of a myriad nationalities attend throughout the year during the day, evening or weekend. Te Wānaka o Ōtautahi (CPIT) also provides a place of belonging for those wanting to engage in te ao Māori or Fale Pasifika.

Over 1,500 staff teach and support learning in vocational programmes and courses across a comprehensive range of career and subject areas at varying levels from foundation to degrees, graduate diplomas, diplomas and certificates to short term modules and courses customised for business, industry or special interest clients.

A challenging and exciting education environment demanding responsiveness to the diverse needs of students, employers and our region makes CPIT a dynamic and engaging place in which to work.

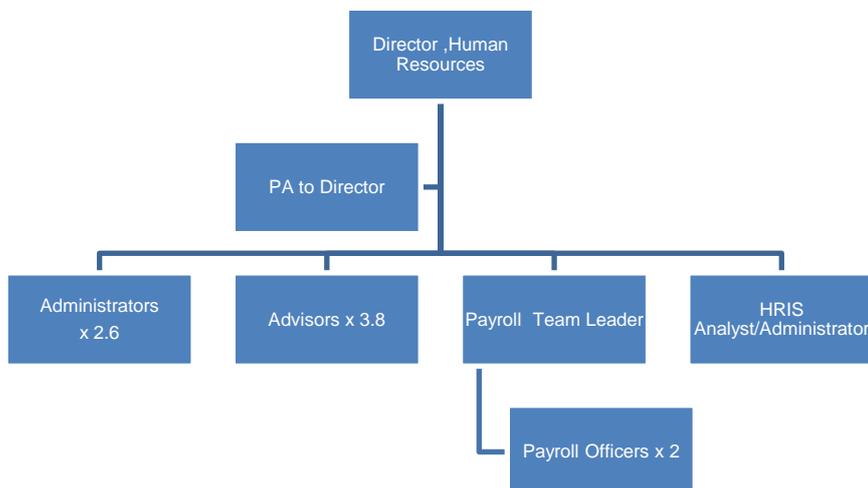
### NATURE AND SCOPE

Human Resources is a strong and effective division at CPIT. The division expects to contribute to the overall performance of CPIT through the development and implementation across the organisation of Human Resource strategies and practices that attract, retain, motivate and develop people with the skills and attitudes that match the organisation's desired culture, values and aspirations.

As staffing comprises more than 60% of our costs the HRIS is a critical component in providing the information necessary for effective management and compliance with legislation, audit and policy requirements as well as to identify and support change. Accordingly the HRIS Analyst/Administrator is crucial to providing others with access to accurate information, reports, and timely prompts while regularly testing and auditing to ensure the integrity of data input and shared understanding of outputs.

### ORGANISATION STRUCTURE

The Director, Human Resources has the responsibility for leading and managing the advisory, HRIS and Payroll services and the administration related to these functions within the Division. The HR Division structure is set out below:



## PRIME FUNCTION/PURPOSE OF THE JOB

Within the parameters specified by the Director - Human Resources the incumbent will have responsibility for:

- a) being the Master-user of the HRIS
- b) having a knowledge of the scope and capabilities of the application
- c) the set up and maintenance of system integrity, user security
- d) development of the electronic HRIS to reflect best practice focussing on the implementation of patches and new versions, the evaluation of current utilisation and implementation of enhancements including CPIT representative on these matters
- e) the alignment of business needs with the application functionality
- f) extraction, manipulation and analysis of information
- g) development and implementation of new reporting functionality
- h) working with other system experts ensuring the appropriate integration of HRIS information with other systems to enhance the understanding of issues and opportunities available to the Institute.
- i) Contact point for users and the DBA with regard to support issues, system and ad hoc reporting, application process coordination and version control.

## DELEGATED AUTHORITY AND RESPONSIBILITIES

Financial: as delegated

Human Resources: *Delegation level 500 on the Human Resources Delegation Schedule.*

Other: Sole responsibility for the input and maintenance of positions in the database and as delegated relating to the operation of the HRIS.

## PROFESSIONAL PROFILE

ESSENTIAL	PREFERRED
<p><b>Education/Qualifications/Knowledge:</b></p> <ul style="list-style-type: none"> <li>• NCEA Level 3 in 4 subjects (or equivalent)</li> <li>• Specialist training in an HRIS</li> </ul>	<ul style="list-style-type: none"> <li>• Tertiary qualification in ICT</li> </ul>
<p><b>Experience/Skills</b></p> <ul style="list-style-type: none"> <li>• at least five years in database application administration including development and delivery</li> <li>• demonstrated understanding of relational databases</li> <li>• highly numerate</li> <li>• demonstrated understanding of budget processes</li> <li>• demonstrated understanding of the integration of systems</li> <li>• high level of computer literacy particularly knowledge and skills using databases, spreadsheets, reporting tools and Microsoft Office products</li> <li>• experience in using SQL for interrogating databases</li> <li>• able to manage multiple demands prioritising appropriately</li> <li>• significant experience with data manipulation and report production</li> <li>• a proven ability to plan, undertake and finish activities to achieve high quality results</li> <li>• experience providing support to a range of people including senior managers</li> <li>• significant experience working in a complex environment</li> <li>• able to initiate and negotiate resolution of issues in sphere of expertise</li> <li>• sound process management skills</li> <li>• excellent understanding of the linkages between the HRIS and other human resource functions</li> <li>▪ experienced at building and maintaining positive customer relationships at all levels</li> <li>• ability to work with other experts to achieve organisational goals</li> <li>• able to adopt and positively represent the organisation's perspective</li> <li>• ability to develop and implement new ideas</li> </ul>	<ul style="list-style-type: none"> <li>• experience in database administration and analysis in a large (500+ staff) organisation</li> <li>• experience in operating relational databases</li> <li>• experience in using Alesco software</li> <li>• experience in using Groupwise</li> <li>• experienced in change management and the successful implementation of transition processes</li> <li>• experienced project leader</li> </ul>

<ul style="list-style-type: none"> <li>• demonstrated ability to make connections between issues and across processes and systems enabling issues to be pre-empted</li> <li>• a competent oral and written communicator and excellent listener</li> <li>• excellent organisation skills, and a commitment to maximising the effective use of CPIT</li> </ul>	
<p><b>Personal Attributes:</b></p> <ul style="list-style-type: none"> <li>• extremely logically minded and process oriented</li> <li>• strategic as well as operational thinker</li> <li>• extremely accurate with strong attention to detail</li> <li>• enjoys investigating and resolving issues</li> <li>• a completer/finisher</li> <li>• troubleshoots</li> <li>• committed to customer service</li> <li>• discreet and able to maintain confidentiality</li> <li>• solutions focussed</li> <li>• goal oriented</li> <li>• patience, perseverance, energy and enthusiasm</li> <li>• enjoys repetitive work</li> <li>• effective time management including meeting deadlines</li> <li>• thrives under pressure</li> <li>• a team player committed to working cooperatively and making the Division and CPIT successful</li> <li>• follows procedures</li> <li>• able to learn quickly and thoroughly</li> <li>• listens to &amp; accepts constructive feedback</li> <li>• an ability to move between tasks quickly on an as needed basis</li> <li>• proactive</li> <li>• stamina and a sense of humour</li> <li>• Willing to commit to CPIT staff profile.</li> </ul>	

<b>KEY FUNCTIONAL RELATIONSHIPS</b>	
<p><b>Internal</b></p> <p>In order to perform competently in this role, the incumbent will need to maintain close working relationships with CPIT management, staff and others in the HR Division as follows:</p> <p>Team Leader - Payroll  Payroll Officers  HR Advisors  HR Administrators  Information Systems Team  Finance staff  Managers</p>	<p><b>External</b></p> <p>Vendors and Talent 2 Consultants  IT Specialists</p>

<b>KEY TASKS</b>	<b>EXPECTED RESULTS</b>
<p><b>KEY ACHIEVEMENT AREAS</b></p> <p><b>1. HRIS functionality</b></p> <ul style="list-style-type: none"> <li>• Superuser status responsible for the maintenance and development of the HRIS in accordance with provider manual and HR Director's requirements</li> <li>• Responsible for all aspects of the set up of the HRIS and its upgrading and maintenance</li> <li>• Maintain and develop the reporting functionality of the HRIS</li> <li>• Assist HR staff and management with conceptually and materially realising the potential of the HRIS</li> </ul>	<p>Familiarity with CPIT HR imperatives.  Currency with relevant legislation, policy and CPIT practice.</p> <p>HRIS Database setup, upgrading and maintenance is planned and executed efficiently and regularly.</p> <p>HR management reporting functionality is maximized.</p> <p>The data integrity is maintained and understanding is shared.</p>

<ul style="list-style-type: none"> <li>• Make suggestions and recommendations for improvements and development of the HRIS</li> <li>• Represent CPIT's HRIS issues to our external support providers and manage those relationships</li> <li>• Manage the integration of the HRIS with other CPIT databases, to enable efficient and effective flow of information</li> <li>• Provide reports in the depth and format required</li> <li>• Lead/assist with other information projects, as required</li> <li>• Provide Divisional training on the HRIS database.</li> <li>• Identify management and staff needs in relation to KIOSK development and operation including the establishment of electronic links to other information.</li> </ul> <p><b>2. Administrative HRIS</b></p> <ul style="list-style-type: none"> <li>• Implement processes to provide the assurances necessary of work being on track and to the standards required</li> <li>• Primary contact with the HRIS provider.</li> <li>• Primary responsibility for data constructs in the HRIS</li> <li>• Work closely with the Team Leader Payroll to ensure that all patches, minor releases, new versions and other requirements to deliver an accurate payroll and associated information is scheduled and managed</li> <li>• Complete electronic and paper-based filing in accordance with set process</li> <li>• Ensure data integrity by running regular audits of the database</li> </ul> <p><b>3. Portfolio Development and Reporting</b></p> <ul style="list-style-type: none"> <li>• Work to develop the HRIS. This includes: <ul style="list-style-type: none"> <li>- maintaining user-friendly computer and paper-based filing systems and records that facilitate smooth-running processes</li> <li>- developing and maintaining relationships with managers and staff which facilitate understanding of CPIT's goals and objectives as they relate to this role</li> <li>- contributing to the development of and suggesting alterations to our guidelines, methods and systems which would enhance database integrity and add value to the human resource function at CPIT</li> <li>- initiating and participating in project groups involving issues concerning the HRIS</li> <li>- network in the tertiary education sector and HRIS circles with a view to improving CPIT's knowledge and functioning</li> </ul> </li> <li>• As necessary, provide advice within the Division and to CPIT managers regarding HRIS development and maintenance issues</li> <li>• Ensure the appropriate HR Advisor is advised of any HRIS issues concerning their assigned caseload Divisions/Faculties</li> <li>• Ensure oversight is maintained of HRIS issues by the HR Director, via regular reporting of activities,</li> </ul>	<p>Staffing costs are reflected accurately and correct budgets are able to be generated out of the HRIS.</p> <p>HRIS system functionality is maximized by managing relationships well – externally and internally.</p> <p>A joint problem solving approach is taken to the resolution of issues or dealing with requests.</p> <p>Planning reflects CPIT priorities.</p> <p>Appropriate documentation is completed and updated to ensure transfer of knowledge and reduce the vulnerability of the Institute in the absence of the Analyst/Administrator.</p> <p>HR team is kept well informed and processes run smoothly and efficiently.</p> <p>System users are proficient and able to work independently.</p> <p>Leadership for continuous improvement is provided.</p>
--	--

issues and results

**4. Back-Up and Assistance**

- Provide back-up / overload assistance for HR functions, if necessary and after training
- Ensure HR Manager oversight is maintained of all back-up portfolio and assistance activities, issues and results via regular reporting

**5. HR Team**

- Participate in team meetings, briefings, projects and social activities.
- Represent the HR Division in CPIT project teams requiring HR input.
- Champion projects and initiatives in own area of expertise both within the Division and externally with our clients.
- Support team members with advice and assistance when required.
- Undertake other tasks in the HR Division, as may be required from time to time.

**6. Personal Responsibilities**

- Take part in CPIT and Division processes relating to the role. This includes, performance appraisal, professional development and training activities, complying with the Code of Professional Practice and other policies and guidelines at CPIT.
- Keep “back up” colleagues informed of all aspects necessary for them to perform competently during times of personal absence.
- Keep the HR Director and Payroll team informed of work plans, activities, issues and results, so that synergy can be created within the team and results reflect that synergy.
- Represent CPIT and the HR Division in a professional capacity.

**NOTES:**

The successful applicant is required to commit to CPIT's staff profile which encompasses foci on students, learning and teaching, innovation, flexibility and continual learning, research, biculturalism, internationalization, disability awareness, environmental awareness and sustainability, health and safety and IT literacy.

All of the information provided above is intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the position and incumbent. From time to time, the incumbent will be required to accept and carry out other relevant duties as assigned by the **Director Human Resources**.

---

**ADDITIONAL INFORMATION**

- 1. Staff Appraisal** - CPIT has in place a staff appraisal process in relation to job performance. All staff are required to take part in the process.
- 2. Staff Training and Professional Development** - Staff are required to develop a professional development plan with their Manager.

3. **CPIT Profile** - For CPIT to develop and prosper, all staff are expected to demonstrate a range of skills, knowledge and attitudes that contribute positively to the organisation's fundamental purpose which is to provide quality learning for students. We have an integrated approach to defining, describing and developing a positive learning culture among staff and we align this approach at all levels to the mission, values, goals and strategic direction of the institution.
4. **Health and Safety** - Applicants for positions are asked to declare any relevant health related needs or issues on the Confidential Information form provided to Human Resources with your application for appointment. This information is not used for short listing but we do expect you to discuss your needs as part of the interview process or when accepting an employment offer where this is relevant. Confidentiality is assured and applicants will not be differentiated on the basis of disabilities or health requirements unless these render applicants unable to undertake the task requirements. Employees may be required to undertake a health check where baseline data is needed for specific positions e.g. a hearing test for those involved in workshops.
5. **Trial Period** - When appointed to a permanent role, and new to employment with CPIT, a trial period of three months applies to the employment.
6. **Intellectual Property** - Intellectual property developed by Employees in the course of their employment belongs to CPIT.
7. **Employment Terms and Conditions** - Appointment is within the terms of the employment law and for the first 30 days of employment CPIT is legally required to employ staff in this position on the terms and conditions of the TIASA Collective Agreement. If the staff member joins the union the terms of that union's collective agreement apply in accordance with the legislation current at the time of joining. If the staff member does not join a union, s/he remains on an individual employment agreement based on the collective agreement and we can mutually agree to change those terms and conditions at any time.

## APPLICATION DETAILS

Applications for appointment are accepted through our online recruitment system.

**Applications Close  
18 November 2009**

*The standard application form provides the Institute with a common set of information about each candidate but applicants should not limit themselves to that form. Personal applications set out in the applicant's own style including a curriculum vitae and particular references to the job description and personal profile are welcomed. CPIT reserves the right not to appoint or to appoint by invitation in the event the recruitment process is deemed to be unsuccessful.*